

**FY 2005**

# **Municipal Population Estimate**



***Housing Unit Method Manual:***

***Population Estimate Instructions and  
Reporting Forms***

**State of Alaska  
Frank Murkowski, Governor**

**Department of Community and Economic Development**

**January 2004**

# Municipal Population Determinations and Requests for Adjustment

## Population Determination

Under regulation, the Director of the Division of Community Advocacy (DCA) determines municipal populations as of July 1, 2003 to be used for various funding programs. These determinations are sent to each municipality by January 15, 2004.

The January 15 municipal population determinations are provided by the Department of Labor and Workforce Development, State Demographer, and are based on 2003 Permanent Fund Dividend (PFD) applications. In addition, new residents to Alaska communities that are not yet eligible for the PFD are estimated from Internal Revenue Service tax returns, which provide information on how many persons are moving into and out of your community each year. Since the Department of Labor figures are the most current indicators of population, they are used for the 2003 calendar year.

**NOTE: Municipalities are NOT REQUIRED to conduct a local census or population estimate. These forms ONLY need to be completed if your municipality disagrees with the Division's January 15 population determination and wishes to request an adjustment.**

## Population Adjustment Request

If your municipality believes that the population determination does not reflect the permanent resident population of your community, it has until April 1, 2004, to request from DCA's Director an adjustment to the January 15 determination. The request must include either:

- a **housing unit population estimate**, as described in this manual; or,
- a **head count census**, as described in the *Head Count Census Manual: Instructions and Reporting Forms*, January 2004.

PLEASE NOTE: The methodologies described in the previous DCED/DCRA publications entitled *Standards for Conducting a Population Census in Small Alaskan Cities* (1981) and the *Housing Unit Method of Population Estimation: A Manual for Municipal Personnel Responsible for Annual Population Estimates* (1982) **are no longer accepted** by this department and should not be used for local population censuses or estimates. This manual and the *Head Count Census Manual* prescribe the department's acceptable methodologies. Contact department staff for clarification.

Municipalities with a population of 1,000 or more may use either method. Municipalities with a population less than 1,000 must use the head count census, which is more reliable than the housing unit estimate for smaller populations.



If a municipality's request for adjustment is postmarked after **April 1, 2004**, it will be denied by the Director as being untimely filed. If the municipality's request for adjustment does not include all of the required documentation set forth in this manual, it will be denied by the Director as being unresponsive.

## Extension of April 1st Deadline

A municipality may request an extension of the deadline, if the request is received in writing by close of business April 1st and the municipality shows just cause for missing the deadline. However, please note that any extension of the deadline limits the time available to a municipality to appeal the Director's decision to the Commissioner (see "Appeal" below.) Please contact Laura Walters, Research Analyst responsible for validating population censuses, at 907-269-4521, or Bill Rolfzen, Revenue Sharing Programs Administrator, at 907-465-4733, should you have questions.

## Appeal to the Commissioner

If DCA's Director does not grant the request for population adjustment or the municipality has other grounds for challenging the determination, the Director's decision may be appealed to the Commissioner (3 AAC 130.044). The appeal must be made within 10 days after the municipality receives the decision of the Director.

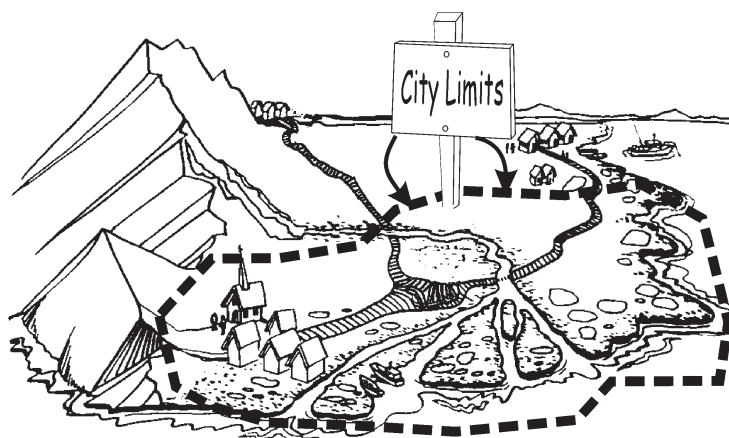


## Certified Population

After all appeals have been resolved, the Commissioner will certify a final municipal population report by on or before June 1, 2004. The Department's certified population is based upon one of the following:

- (1) a head count census conducted by the municipality;
- (2) a housing unit method population estimate conducted by the municipality in accordance with this manual;
- (3) an estimate by the Alaska Department of Labor.

Regulations state that the Department must use whichever of the above methods indicates the most recent population of the municipality. If there is a conflict among the municipal population numbers for the same year from two or more of the sources listed above, it will be resolved by taking them in the order set out above, so that an approved locally conducted census would take precedence over an Alaska Department of Labor estimate. In addition, a local census conducted in 2004 will take precedence over next year's Department of Labor estimate for 2004.



# Housing Unit Method Population Estimate Documentation and Procedures

A municipality conducts a "Housing Unit Method" population estimate by randomly sampling households to measure characteristics of the "typical household," and by applying those characteristics to the total housing unit inventory of the municipality. Samples are subject to various types of statistical errors, therefore, the Housing Unit Method is truly an *estimate* of population. In spite of the errors inherent in this methodology, for many large municipalities, a 100% "Head Count Census" would be overly labor-intensive and expensive.

Five elements must be measured to properly conduct a housing unit method population estimate:

- ◆ **Housing Units** - number of housing units by structure type (single family, duplex, apartments, trailers)
- ◆ **Vacancy Rates** - vacancy/occupancy rates for each structure type
- ◆ **Residency Rates** - resident rates for each structure type
- ◆ **PPH** - Average persons per household (PPH) in each structure type
- ◆ **Group Quarters** - The number of permanent municipal residents living in group quarters

Instructions and sample reporting forms are provided in this manual for each element. Large municipalities may need to differentiate the municipality by service areas. Boroughs will also need to differentiate by community and measure each the five elements separately in these distinct areas.

Municipalities who choose to conduct a Housing Unit Method population estimate **should discuss the methodology they plan to use with Laura Walters, Research Analyst, at 907-269-4521, prior to conducting any field work.** Discussion in advance and pre-approval of the methodologies, sampling techniques, and documentation required by the department is for the municipality's benefit.

The following documents must be submitted to the department in support of the local estimate.

1. **Municipal Map or U.S. Census Block Map.** A map of the municipality which accurately depicts the placement and names of block numbers, streets, roads, landmarks, and boundaries which mark the corporate (legal) limits of the municipality.
2. **Housing Unit Method documentation.** Detailed documentation of all field work, samples, and surveys for: housing units; vacancy rates; residency rates; average persons per household estimates; and group quarters populations. Suggested forms are provided and required documentation is identified throughout this manual. The forms provided are not required, however, similar information in a clear format is essential to substantiate your local estimate.
3. **Housing Unit Method Calculation worksheet.** Final calculation of Housing Unit Method population estimate, using the five Housing Unit elements. A sample calculation worksheet is provided (see Form 5.)
4. **Resolution.** The municipality must pass a resolution adopting the results of the population estimate.

The municipality should thoroughly document all steps involved in the Housing Unit Method population estimate, since the Department may request any documentation it deems necessary to substantiate the local municipal population estimate.

# **HOUSING UNIT METHOD**

---

## **2004 POPULATION ESTIMATE**

**Submitted To**  
**Department of Community & Economic Development**  
**Division of Community Advocacy**  
**Attn: Laura Walters, Research Analyst**  
**550 W. 7th Ave., Suite 1770**  
**Anchorage, AK 99501-3501**

Date Submitted: \_\_\_\_\_

Contact: \_\_\_\_\_

Included:

- ☐ Housing Unit Method Documentation
- ☐ Municipal Map
- ☐ Council/Assembly Population Resolution

## ◆ HOUSING UNITS

---

- A municipal map or U.S. Census block map is required, indicating legal boundaries of the municipality.
- Total Housing Units must be enumerated and documented by Structure Type: Single Family, Duplex, Apartments (Multiple Family), Mobile Homes.
- If your municipality is stratified by service areas or geographically-unique areas, housing units must be tabulated for each area by structure type.
- Live-aboard boats may be counted as housing units. Contact the Harbormaster or conduct a boat-to-boat survey. If the number of residents living on each boat cannot be determined, an average population of one (1) will be used per boat.
- Dilapidated, uninhabitable housing, or housing under construction, may not be included in the housing inventory.
- Any unusual growth from previous year's data will require additional substantiation.

**Acceptable Housing Unit Inventory Methodologies:** Each of the three methodologies listed below are acceptable for determining Total Housing Units.

### ➡ **Administrative or Property Tax Assessment Housing Records**

Documentation printed directly from the Assessment computer system is required, such as a list of residential units by lot number and structure type. If your municipality is stratified by service areas or geographically-unique areas, block-level subtotals by structure type are sufficient. The map must outline municipal blocks, service areas, or geographic areas that correspond with assessment record tabulations.

**Documentation:** Assessment system report, or provide information similar to Form 1.

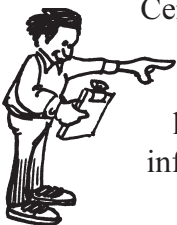
### ➡ **100% Field Survey of Housing**

Vacancies, Residency and/or Persons Per Household may also be measured during a 100% field survey of housing.

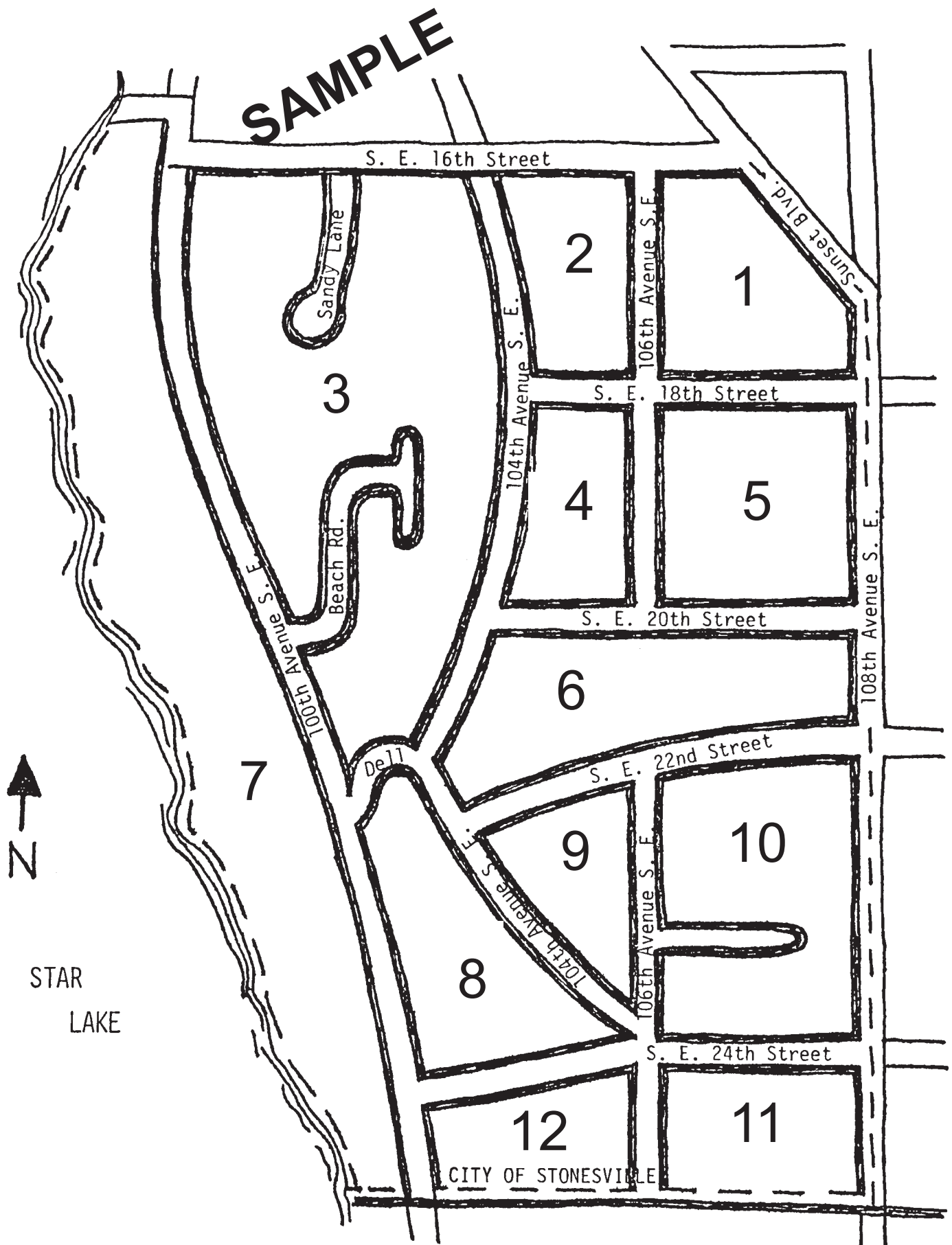
**Documentation:** If only housing will be counted in the field, use Form 1. The last page should total all housing units. Use Form 2 if vacancies and residency will be measured with housing. Use Form 3 if vacancies, residency and PPH will also be enumerated. The Summary forms are used to total all blocks or areas surveyed. A Municipal Map with block numbers and street names corresponding to the inventory worksheet must be provided.

### ➡ **New Housing Units Constructed Since Last Housing Count**

Use a previous year's housing count, then add new units constructed and completed since that date. Be sure to include remodels which add new units and to deduct any demolitions. Alternatively, you may use the 2000 U.S. Census housing unit count and add any new units constructed and occupied since April 2000. ("Other" housing unit types found by the U.S. Census may not be included in the City housing inventory.)



**Documentation:** Attach a list of each new unit constructed (must be completed and habitable), structure type, address, and permit number. Complete Form 1, or provide similar information.



NOTE: MAPS MAY BE HAND DRAWN - BLOCK MAPS ARE AVAILABLE FROM THE  
2000 U.S. CENSUS

# MUNICIPAL HOUSING INVENTORY

## CITY OF \_\_\_\_\_

Date \_\_\_\_\_  
 Enumerator \_\_\_\_\_  
 Block \_\_\_\_\_

Page \_\_\_\_\_

Address/Lot/Permit #	Single	Duplex	Multi-Fam	Mobile	
					1
					2
					3
					4
					5
					6
					7
					8
					9
					10
					11
					12
					13
					14
					15
					16
					17
					18
					19
					20
					21
					22
					23
					24
					25
					26
					27
					28
					29
					30
<b>Municipal Totals</b>					

Total All Housing Units

## ◆ VACANCY AND RESIDENCY RATES

---

- Vacancies and Residency must be measured for each Structure Type: Single Family, Duplex, Apartments (Multiple Family), Mobile Homes.
- If service areas or geographically-unique areas have been defined, vacancies and residency must be tabulated separately for each area by structure type.
- Dilapidated or uninhabitable housing, including housing under construction, should not be counted as vacant.
- Among any of the methods listed, vacancies for apartments or mobile home parks may be obtained through a telephone survey of site managers.
- Vacancies must be measured exactly as they are found on the "census day." They are a "snapshot" of the current situation. For example, if an apartment is vacant on the census day, but will be inhabited the following week, it must be marked as vacant. Failure to do so is equivalent to counting that relocating family twice... once in their old home and again in their new apartment.
- Vacancy Rate = Vacant Housing Units / Total Housing Units Surveyed (per type)  
Occupancy Rate = 1.00 - Vacancy Rate.
- A resident household must spend the majority of the year in the City (at least six months and one day within the current calendar year) and have no other usual place of residence. For example, an individual or family that is in your community for seasonal subsistence or employment purposes is a non-resident household. A household member must be contacted in person to determine residency.
- Residency Rate = Resident Housing Units / Occupied Housing Units Surveyed (per type)

**Acceptable Methodologies:** One of the two methodologies listed below are acceptable for determining Vacancy and Residency Rates.

### ➡ Sample Field Survey – Random Sample of Blocks for Vacancy and Residency

Municipalities with less than 2,000 housing units must conduct a **40% random sample of residential City blocks**. Municipalities with 2,000 to 4,000 housing units are required to sample 25% of housing units. Municipalities with greater than 4,000 housing units should contact the department for the required sample size.

The required sample size of residential blocks are drawn at random from a hat, or through a random (block) number generating program. Two-person verification of random selection process is required. These sample blocks are then surveyed door-to-door for vacancy and residency. Since households must be contacted to determine vacancy and residency, the Persons Per Household (PPH) survey is usually conducted simultaneously in the selected sample areas. If the resulting sample is not of sufficient size for a specific housing unit structure type (for example, only 10% of all apartments were sampled in the 40% block selection,) additional field work or phone calls will be required.

**Documentation:** Block Detail (Form 2) and Block Summary (Form 2 Summary), or similar information, is required for sampled blocks. Use Form 3 and Form 3 Summary if conducting vacancy, residency and PPH surveys together. The Municipal Map must depict all blocks in the municipality and indicate the blocks sampled.

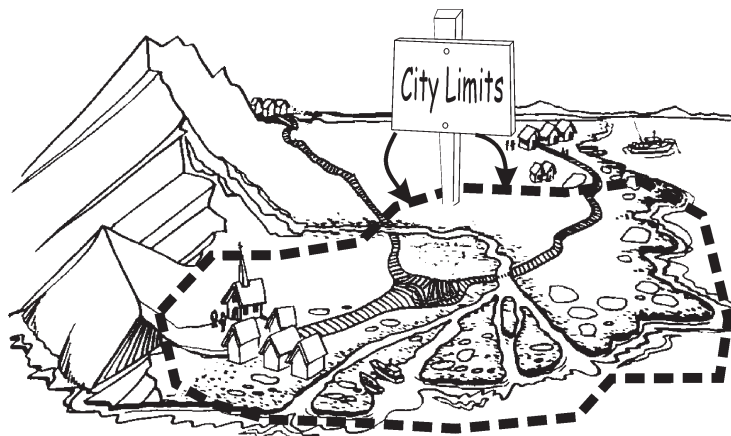
## ◆ VACANCY AND RESIDENCY RATES Continued...

---

### ➡ 100% Field Survey for Vacant Units and Resident Households

This is a door-to-door survey of all housing units to determine vacancy. This is usually conducted only if the housing inventory is not known, and a 100% field survey of housing is necessary. Residency and Persons Per Household may also be measured for all households, but can be measured separately in a sample field or phone survey. Two-person verification of occupied housing units is required. Vacant units must be identified by structure type.

**Documentation:** Block Detail (Form 2) and Block Summary (Form 2 Summary), or similar information, is required. The municipal map should indicate City boundaries, blocks, and street names as they appear on Form 2. Average persons per household can also be measured simultaneously. If so, use Form 3 and Form 3 Summary.



**MUNICIPAL BLOCK DETAIL**  
**FIELD SURVEY - HOUSING, RESIDENCY & VACANCIES**  
**CITY OF RIVERBEND**

Block No. 4

Date October 8, 1998

Page 2 of 10

Enumerator Jane Jones

## Housing Units Surveyed

Household Address	Housing Unit #	Single			Duplex			Multi-Family			Mobile Home			Dates of Residency
		Tot	Occ	Vac	Tot	Occ	Vac	Tot	Occ	Vac	Tot	Occ	Vac	
100 106th Ave. SE	1	1		1										1
102 106th Ave. SE	2	1	1											2 since 1972
104 106th Ave. SE	3	1	1											3 since 1993
106 106th Ave. SE	4	1	1											4 since 1959
400 S.E. 18th St.	5										1	1		5 since 1940
402 S.E. 18th St.	6										1	1		6 summer work
404 S.E. 18th St.	7										1	1		7 since 1992
406 S.E. 18th St.	8										1	1		8 since 6/97
408 S.E. 18th St.	9										1	1		9 since 1973
410 S.E. 18th St.	10										1	1		10 since 1955
401 S.E. 18th St.	11										1	1		11 since 1985
403 S.E. 18th St.	12										1	1		12 since 1970
405 S.E. 18th St.	13										1	1		13 since 1/98
407 S.E. 18th St.	14										1	1		14 since 1988
251 Sunset Blvd. #1	15							1	1					15 since 1945
251 Sunset Blvd. #2	16							1	1					16 since 1933
251 Sunset Blvd. #3	17							1		1				17
251 Sunset Blvd. #4	18							1	1					18 since 1980
251 Sunset Blvd. #5	19							1	1					19 summer work
251 Sunset Blvd. #6	20							1	1					20 since 1960
Page Sub-Total		4	3	1	3			6	5	1	4	10	0	9

**Definitions:**

Tot= Total Housing Units Surveyed

Occ= Occupied Housing Units in Total

Vac= Vacant Housing Units in Total

Res= Household spends majority of year in City, and has no other usual place of residence

Block No. \_\_\_\_\_  
Page \_\_\_\_\_

**Date**

**Enumerator**

[illegible]

### Definitions:

Tot= Total Housing Units Surveyed

Occ= Occupied Housing Units in Total

Vac= Vacant Housing Units in Total

Res= Household spends majority of year in City, and has no other usual place of residence

**Date** \_\_\_\_\_

**Enumerator** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[illegible]

**CALCULATIONS:**

	Single	Duplex	Multi-Family	Mobile Home
Vacancy Rate (= Vac/Tot)				
Residency Rate (= Res/Occ)				

## ◆ AVERAGE PERSONS PER HOUSEHOLD (PPH)

---

- Average PPH must be measured for each Structure Type: Single Family, Duplex, Apartments (Multiple Family), Mobile Homes.
- If service areas or geographically-unique areas have been defined, PPHs must be tabulated separately for each service area by structure type.
- Non-residents may be included in the PPH survey, but must be currently living in the household on "census day". For example, students who are away at Mt. Edgecumbe High School, Galena High School or college must not be included. Non-resident households are measured separately, under Vacancy/Occupancy.
- Average PPH = Total Persons/Occupied Housing Units Surveyed (calculated separately for each housing structure type).

**Acceptable PPH Methodologies:** Each of the four methodologies listed below are acceptable for determining Average PPH.

### ➡ 100% Mail-Out/Mail-Back Questionnaire

Mail questionnaires to all municipal households. Those that are returned are considered "the sample." A sample questionnaire is provided on Page 15. The questionnaire should include: a) description of the purpose for collecting population information; b) housing type; c) number of persons currently living in the household; d) number of persons who do not spend the majority of the year in your City, or who have another usual place of residence; e) if the household is within the municipal boundaries (if applicable); and f) the household's geographic location (if municipality is stratified by areas). The questionnaire should be anonymous (no respondent name or address required), and can also be used to survey for other municipal purposes; e.g., local issues, income, employment, etc. If the resulting number of returned questionnaires are not of sufficient size for a specific housing unit structure type (for example, only 10% of all apartments were returned), additional field work or phone calls will be required.

**Documentation:** Provide a detailed list or spreadsheet of each response, with structure type totals and Persons Per Household calculations (Sample questionnaire provided on Page 15).

### ➡ Random Sample Telephone Survey

Municipalities with less than 2,000 housing units must conduct a **40% random sample of residential phone numbers**. Municipalities with 2,000 to 4,000 housing units are required to sample 25%. Municipalities with greater than 4,000 housing units should contact the department for the required sample size.

Obtain a random sample number list from your phone utility, or use a telephone directory to select the required sample size and phone numbers. The surveyor must call the selected households a minimum of three times, at different hours of the day, before a replacement household is allowed. The surveyor should: a) describe the purpose for collecting population information, and ask; b) housing type; c) number of persons currently living in the household; d) number of persons who do not spend the majority of the year in your City, or who have another usual place of residence; e) if the household is within the municipal boundaries (if

## ◆ AVERAGE PERSONS PER HOUSEHOLD (PPH) Continued...

---

applicable); and f) the household's geographic location (if municipality is stratified by areas). If the resulting sample is not of sufficient size for a specific housing unit structure type (for example, only 10% of all apartments were sampled in the 40% phone selection), additional field work or phone calls will be required.

**Documentation:** Provide a detailed list or spreadsheet of each response, with municipal totals by structure type, and PPH calculations.

### ➡ Sample Field Survey – Random Sample of Blocks

Municipalities with less than 2,000 housing units must conduct a **40% random sample of City blocks**. Municipalities with 2,000 to 4,000 housing units are required to sample 25% of housing units. Municipalities with greater than 4,000 housing units should contact the department for the required sample size.

The required sample size of residential blocks are drawn at random from a hat, or through a random (block) number generating program. Two-person verification of random selection process is required. A door-to-door survey of the selected areas are then conducted. **PPH is usually measured simultaneously with vacancy and residency.**

**Documentation:** Use Form 3 and Form 3 Summary, or provide in similar format

### ➡ 100% Field Survey

This is a door-to-door survey of all housing units to determine resident PPH. This is usually conducted only if the housing inventory is not known and a 100% field survey of housing is necessary. Residency and Vacancy may also be measured for all households (but may be measured separately in a sample.) Two-person verification of occupied housing units is required. PPH must be calculated separately for each structure type.

**Documentation:** Use Form 3 and Form 3 Summary, or provide in similar format.



**SAMPLE**

**HOUSEHOLD SIZE QUESTIONNAIRE  
DUE MARCH 1ST**

The City is conducting a population estimate, which is used, in part, to determine funding from the State of Alaska. An important part of the estimate is determining the average number of residents in each household (persons per household) for various housing types. We need as many responses as possible to ensure accuracy of the estimate. We urge you to take a minute to answer this survey, and appreciate your response by March 1st. Thank you!

If you have questions about filling out this survey, please call Jane Jones, City Clerk, at 555-4242.

1) What type of housing do you live in? *(please check one)*

- ☐ Single Family Home  
☐ Duplex or Zero-Lot Line  
☐ Mobile Home or Trailer  
☐ Multi-Family (includes 3-plex, 4-plex and larger apartment complexes)  
☐ Other (please identify type) \_\_\_\_\_

2) How many persons currently live in your household? *(circle one)*

**1      2      3      4      5      6      7      8      9      10      More \_\_\_\_\_  
(specify)**

3) How many of the persons circled above have another usual place of residence where they spend the majority of the year? (For example, how many are students that leave home to attend High School or College? How many persons are living in your household temporarily for seasonal employment, subsistence activities, or for other purposes?)

*(circle one)*

**None      1      2      3      4      5      6      7      8      9      10**

**More \_\_\_\_\_ (specify)**

NOTE: if households located outside of the City's incorporated boundaries may receive this survey, an additional question must be asked, such as:

Is your home located within City boundaries? Yes / No



MUNICIPAL BLOCK DETAIL  
FIELD SURVEY - HOUSING, PERSONS, RESIDENCY & VACANCIES  
CITY/AREA \_\_\_\_\_

Block No. \_\_\_\_\_  
Page \_\_\_\_\_

Date \_\_\_\_\_  
Enumerator \_\_\_\_\_

Household Address		Housing Unit #	Housing Units Surveyed																		Dates of Residency	
			Single Family				Duplex				Multi-Family				Mobile Home							
			Tot	Occ	Vac	PPH	Res	Tot	Occ	Vac	PPH	Res	Tot	Occ	Vac	PPH	Res	Tot	Occ	Vac		PPH
																						1
																						2
																						3
																						4
																						5
																						6
																						7
																						8
																						9
																						10
																						11
																						12
																						13
																						14
																						15
																						16
																						14
																						15
																						16
																						17
																						18
																						21
																						30
Page Sub-Total																						

Definitions: Tot= Total Housing Units Surveyed  
Occ= Occupied Housing Units in Total  
Vac= Vacant Housing Units in Total  
PPH= Persons in Household Surveyed  
Res= Household spends majority of year in City, and has no other usual place of residence

Single	Duplex	Multi-Family	Mobile Home

Vacancy Rate (= Vac/Tot)  
Residency Rate (= Res/Occ)  
PPH (= PPH/Occ)

## ◆ GROUP QUARTERS

---

- Documentation must include Form 4 or similar information. List each group facility name, service provided/facility purpose, address, contact name and phone number, and resident population.
- The department may require additional residency documentation for any facility which houses a non-resident population.
- See "Additional Requirements" below for residency definitions and other documentation.

### Acceptable Methodologies:

- ➔ Telephone Survey of Group Quarters Managers
- ➔ 100% Field Survey of Group Quarters Managers



### Additional Requirements:

#### On-Shore or Off-Shore Fish Processing Group Quarters and Construction Camps:

Must be in operation within the municipal boundaries for more than six months out of the past 12 months. If the facility is in operation year-round, and monthly or seasonal population increases and decreases occur in this facility, a letter from the facility documenting the monthly group quarters population for the past 12 months is required. The department will use the annual average population.

#### Correctional Facilities:

If the facility incarcerates a non-resident population, only municipal residents may be counted. (This typically occurs in regional hub cities and in municipalities on the road system.) If individual resident status cannot be determined from the facility or Department of Corrections records, alternatively, those inmates who have been incarcerated for the past six months or more may be counted (call department staff for clarification). It is strongly recommended that you provide the facility and the Department of Corrections ample time to compile this information.

#### Hotels/Motels:

Permanent local residents who are living in long-term rooms may be counted. If a hotel guest is in town temporarily, he/she may not be counted until they have been housed for at least six months.

#### Other Facilities:

Senior Citizen homes, long-term medical care facilities, juvenile youth facilities, crisis shelters, and homeless shelters, etc., are assumed to house local residents, and therefore require no special documentation of individual resident status.

## CITY OF \_\_\_\_\_

FORM 4

Date \_\_\_\_\_

---

---

**Contact**

---

---

**Page** 

---

[illegible]

## ◆ HUM POPULATION ESTIMATE CALCULATIONS

Form 5 is used to calculate the population estimate. The following summarizes the information required, and the steps in the calculations. Municipalities with stratified service areas or geographic regions must utilize a separate Form 5 for each area, or provide the calculations in a similar format.

- For each Housing Structure Type: Single, Duplex, Multi-Family, Mobile Homes, Boats/Other:
- (A) Total Number of Housing Units
  - (B) Vacancy Rate = Vacant Units Found / All Housing Units Surveyed
  - (C) Occupancy Rate = **1.00** - (B) Vacancy Rate
  - (D) Residency Rate = Resident Households Found / Occupied Housing Units Surveyed
  - (E) Occupied Resident Households = (A) Housing Units X (C) Occupancy Rate X (D) Residency Rate
  - (F) Average Persons Per Household (PPH) = Resident Persons Found / Occupied Housing Units Surveyed
  - (G) Estimated Population = (E) Occupied Res. Households X (F) Average PPH

**Housing Units (A) X Occupancy Rate (C) X Residency Rate (D)  
X Average PPH (F) = Estimated Pop. (G)**

**+ Group Quarters Population (Form 4) = Total population estimate**

### FORM 5 - SAMPLE HUM CALCULATIONS

Structure Type	Total Housing Units	Vacancy Rate	Occupancy Rate	Residency Rate	Occupied Resident Households	Average PPH	Resident Population Estimate
	A	B	C	D	E	F	G
<b>Calculations:</b>	<b>1.00 - B</b>			<b>A x C x D</b>		<b>E x F</b>	
Single Family	329	0.0432	0.9568	0.9900	312	2.72	848
Duplex	98	0.0390	0.9610	0.9950	94	2.54	238
Multi-Family	227	0.0556	0.9444	0.9790	210	2.13	447
Mobile Homes	65	0.0803	0.9197	0.9890	59	2.9	171
Other/Boats	12	N/A	N/A	1.0000	12	1	12
<b>TOTALS</b>	<b>731</b>				<b>686</b>		

SAMPLE

Estimated Residents Living in Housing 1,716

Group Quarters Population 43

Total Municipal Population Estimate 1,759

# HOUSING UNIT METHOD POPULATION ESTIMATE CALCULATION WORKSHEET CITY OF \_\_\_\_\_

Date \_\_\_\_\_

Contact \_\_\_\_\_

Structure Type	Total Housing Units	Vacancy Rate	Occupancy Rate	Residency Rate	Occupied Resident Households	Average PPH	Resident Population Estimate
	A	B	C	D	E	F	G
<b>Calculations:</b>	<b>1.00 - B</b>			<b>A x C x D</b>		<b>E x F</b>	
Single Family							
Duplex							
Multi-Family							
Mobile Homes							
Other/Boats							
TOTALS							

Estimated Residents Living in Housing

Group Quarters Population

Total Municipal Population Estimate

## POPULATION RESOLUTION

A RESOLUTION OF THE \_\_\_\_\_ adopting the determination of population of  
(municipality)  
the municipality as of \_\_\_\_\_.

WHEREAS, the \_\_\_\_\_ has conducted an estimate of the municipal population  
(municipality)  
indicating the population of permanent residents of the municipality as of \_\_\_\_\_, and  
(date)

WHEREAS, the governing body of the municipality must pass a resolution adopting the results of the  
census for use by the Department of Community and Economic Development;

NOW THEREFORE BE IT RESOLVED THAT the governing body finds that on \_\_\_\_\_ ,  
(date)  
the population of permanent residents of the municipality was \_\_\_\_\_.  
(population)

PASSED AND APPROVED BY THE \_\_\_\_\_ on the \_\_\_\_\_ day  
(governing body)  
of \_\_\_\_\_, 2004.

BY: \_\_\_\_\_  
(Mayor)

ATTEST: \_\_\_\_\_  
(Clerk or Secretary)